



U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Bogota	2. AGENCY Department of Defense	3a. POSITION NO.
--------------------------	---	-------------------------

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.
 Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 (Position No.) (Title) (Series) (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) MOTOR POOL SUPERVISOR	7. Name of Employee
---	----------------------------

8. Office/Section Military Group (MILGP)	a. First Subdivision Logistics (LOG)
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Signature of Supervisor Date (mm-dd-yyyy)
--	---

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed Name of Chief or Agency Head _____ Signature of Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
---	---

13. Basic Function Of Position

Incumbent of this position is responsible of the supervision of the daily dispatch and timely repair of official Security Cooperation Office – Colombia (SCO-CO) vehicles. The employee supervises the preparation of schedules for all chauffeurs, vehicle utilization schedules, automotive parts inventory and preventive maintenance schedule for the SCO-CO vehicles. Serves as Government Technical Monitor for the Maintenance and Driver Dispatch Services Contracts. The incumbent directly supervises 5 local employed chauffeurs, 3 Colombian Military Assistance in Kind drivers, and 1 maintenance clerk and reports directly to the Chief Support Operations and Security Cooperation Office J4. Incumbent is an incidental driver.

14. Major Duties And Responsibilities

% OF TIME

Supervision and Training

40%

Supervises five (5) Local Employed Staff chauffeurs, three (3) Colombian Military Assistance in Kind drivers, one (1) maintenance clerk and manages up to 85 Security Cooperation Organization (SCO) commercial armored and non-armored vehicles. Manages the maintenance program for additional vehicles from U.S. Army South, Defense Attaché Office, and other DoD Agencies performing USSOUTHCOM tasks in Colombia. Manages the implementation of chauffeur defensive and offensive drivers' training. Serves as the SCO Master Driver trainer for accredited permanent assigned personnel to the SCO. Responsible for managing the Global Combat Support System-Army (GCSS-A) maintenance and dispatch program to manage the SCO's and other agency's vehicle fleet. Maintains records, prepares reports, and composes correspondence relative to the work. Position analyzes operating cost records and prepares reports. Directs the preparation and flow of vehicles for assignment to SCO personnel and missions and the return processes. Supervises training of all new SCO Chauffeurs and SCO maintenance personnel. Writes performance evaluations of all Motor Pool personnel. Reviews and approves Time and Attendance forms for Motor Pool employees.

Government Technical Monitor (GTM)

25%

Serves as a Government Technical Monitor (GTM) technical subject matter expert for maintenance and driver dispatch contract services. Serves as the technical subject matter expert in automotive maintenance operations. Inspects and validates vehicle repairs.

Other Duties

15%

Prepares and maintain records for the reimbursement of operational funds for logistics services by reviewing receipts to ensure they meet with the DOD regulations, filling out the reimbursement forms and following up with SCO Resource Management Office (RMO) timely processing.

Oversees the maintenance support for distinguished visitor transportation support.

Establishes a culture of safety for all motor pool and contractor employees and ensures that work processes are free from safety and health hazards, that motor pool employees are properly trained, and that contractor programs are in place to ensure safety. Other Duties assigned.

Reports

10%

Investigates and prepares appropriate vehicle accident reports and recommends disciplinary actions when necessary. Reviews monthly gasoline, mileage, and maintenance reports.

Inventory

10%

Establishes recommended on-shelf spare parts inventories and reviews appropriate automotive spare parts order requisitions. Works with the Logistics Services Contractor's warehouse support activity to ensure that all automotive parts being issued are properly accounted for.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of High school is required.

b. Prior Work Experience:

Minimum five years of experience as a full time chauffeur or vehicle dispatcher, that include preventive vehicle maintenance, repairs and inventory control of repair parts and at least two years of experience directly supervising personnel are required.

c. Post Entry Training:

On the job training orientation: Ethics orientation for new Locally Employed Staff.

Online training in the Global Combat Support System-Army system within 90 days of starting.

SMITH system training.

PA296 - How to be a Contracting Officer's Representative.

PA496 - Locally Employed Staff Performance Management and Evaluation

d. Language Proficiency:

English Level 3 (good working knowledge) is required. Spanish level 3 (good working knowledge) is required.

e. Knowledge:

Must have intermediate knowledge of automotive maintenance operations and a good knowledge of operation and safety. Must have intermediate knowledge of the purchase of parts and supplies.

f. Skills and Abilities

- Excellent organizational and time management skills are required.
- Must have excellent driving skills and the ability to drive a government owned vehicle. Must possess a valid local driver's license.
- Ability to communicate effectively with others and maintain a working relationship with motor pool personnel is required.
- Basic computer skills in Microsoft Word, Excel, Power Point and Outlook are required.

16. Position Elements

a. Supervision Received:

Works under the direct supervision of the Chief, Support Operations and SCO J4 (94M08).

b. Available Guidelines:

U.S. Army guidelines and policies; SCO Standard Operating Procedures, and applicable maintenance and vehicle Operations manuals.

c. Exercise of Judgment:

Must exhibit ability to supervise the preparation of Local Employed Staff chauffeur schedules, vehicles utilization schedules and records, automotive parts inventory and preventive maintenance.

d. Authority to Make Commitments

Limited authority to make commitments to outside vendors with which purchase agreements have been established.

e. Nature, Level and Purpose of Contacts:

Incumbent has contacts with all levels of Colombian and American officials.

f. Supervision Exercised

Supervises five (5) local employed chauffeurs (AMIL10, AMIL25, AMIL33, NMIL05, NMIL11) and 3 Assistance in Kind Colombian Drivers and one (1) Maintenance Clerk employee. Serves as assistant Government Technical Monitor (GTM) for an average of 1 Driver/Dispatch contractor and 5 Logistics Services Maintenance contractors providing services to the SCO.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six (6) months.